

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: STORAGE OF CONSUMER'S REFRIGERATED FOOD ITEMS

NUMBER: NN-IC-18

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ORIGINAL DATE: 2/18/10

REVIEW/REVISE DATE:

APPROVAL: Rosalynne Reynolds {s}, Agency Director

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I. PURPOSE

To assure that appropriate storage, monitoring, and disposal of food and drink items in a temperature appropriate location is completed and all items are removed and discarded by the expiration date.

II. POLICY

All items that are stored in the appropriate refrigerator on the residential units are marked and discarded appropriately as defined in the procedure listed below.

III. DEFINITIONS

1. Temperature Range: The appropriate temperature range for refrigerators storing food products is 34 to 40 degrees Fahrenheit.
2. Expiration dates: Expiration dates are those dates noted by the manufacturer on the item or established by policy.

IV. REFERENCES

1. Joint Commission Automated Manual for Accreditation of Hospitals, Provision of Care and Infection Control Sections.

## V. PROCEDURES

1. Checks for expired items will be completed by the night shift on a daily basis.

### Opened Food Items

1. Perishable food items such as meal trays or snacks brought from the kitchen and intended for consumption within a short time will be covered, dated, and time noted at the time that the item is placed in the refrigerator.
2. No meal is to be left in the refrigerator greater than 24 hours.
3. During the refrigerator check completed nightly, all items that remain in the refrigerator will be removed and discarded. No items from the previous day's meals should remain in the refrigerator at the start of day shift the following day.

### Food Items in Sealed Containers

1. All food items intended for consumption by patients are documented by the kitchen staff on the Food Requisition Form and dated when food items are sent to the individual units.
2. When the items are received on the units, the item is checked for an expiration date marked on the item.
  - A. Items that do not have the date listed on each item, but have the expiration date listed on the bulk package, must remain in the package that displays the date.
3. Frozen items that are taken out of the freezer to defrost prior to use, must have the date and time they were removed from the freezer marked on the package as well as the expiration date of the frozen item.
  - A. items that are set out for defrosting must be used within 48 hour of the time they were removed from the freezer.
4. Any item without an expiration date will be discarded.

Food Items in Containers (multi-serving) That Have Been Opened

1. When a container has been opened, the date and time opened must be noted on the carton.
2. All items that have been open for seven days will be discarded.

NNAMHS Protocols Regarding Consumer Food Storage

The following procedures will be posted on refrigerators and followed.

1. Perishable Food Trays & Snacks from Kitchen
  - Must be covered dated and timed
  - Must be discarded before 24 hrs
  - Night shift to remove kitchen items Q - Night.
2. Opened Food/Drink Containers/Packaging
  - Must be labeled with date opened.
3. Food and Drink without "Use By" Date
  - Must remain in original dated container until removed for consumption.
4. Temperature & Cleaning Protocol
  - Temperature (35 to 40) to be logged nightly
  - Temp Variances to be reported to Spvsr. ASAP
  - Corrections to remedy temp documented on log
  - Night check to include "Expiration Dates" check
  - Cleaning of Refrigerator One time per Week
  - No Items to be stored on top of the refrigerator
2. Frozen Dinners (POU)
  - For Patients arriving After Scheduled Meal Times
  - Control Sheet to be Completed when Dinner Removed
  - Do Not Save or Reheat any Frozen Dinners

\*All Staff that Access Refrigerators are responsible to report and address any Variances from this Protocol.